

<p align="center">NROP 5: EMERGENCY CLOSINGS</p>	<p align="right">Page 1 of 1</p>
<p align="center">Division of Forensic Science</p> <p align="center">Northern Laboratory's Regional Operating Procedures</p>	<p>Amendment Designator: 0</p>
	<p>Effective Date:2/3/03</p>
<p align="center">NROP 5: Emergency Closings</p> <p>5-1 Purpose</p> <p>This ROP provides guidelines for laboratory closings due to emergency conditions such as inclement weather, utility failure, or other forced evacuations. Per DHRM Policy 1.35, Emergency Closing, agencies outside the Richmond area must develop and maintain their own procedures for announcing decisions about authorized closings</p> <p>5-2 Reference</p> <p>DHRM Policy 1.35, <i>Emergency Closing</i></p> <p>5-3 Designated Employees</p> <p>There are no designated employees/positions in the Northern Laboratory. Employees will be notified in writing if their status is changed to designated or essential.</p> <p>5-4 Closing Decisions – Non-weather related</p> <p>The Northern Laboratory Director, in consultation with Division management, will make all closing decisions affecting the Northern Laboratory due to non-weather related conditions.</p> <p>5-5 Closing Decisions – Weather related</p> <ul style="list-style-type: none"> Northern Laboratory staff will follow Fairfax County Government with regard to closing of the laboratory during inclement weather. Fairfax County Government closing announcements are available as early as 6AM on any day in question during anticipated inclement weather. Each employee will be responsible for calling 703-246-SNOW for this information. The Lab Director will make the determination regarding whether or not late arrivals due to road conditions and transportation difficulties are justified. If justified, limited liberal leave will be granted and time will not be charged to employees' leave balances. However, personal leave must be taken for time taken by the employee in excess of the liberal leave granted for that day. Employees must make the decision as to whether or not travel conditions are safe in the vicinity of his/her home. Personal leave must be taken if the employee chooses not to report to work due to the weather on days when the laboratory is open for business and late arrivals have not been approved as justified. Supervisors are responsible for ensuring adequate coverage of his/her unit on inclement weather days when the laboratory is open for business. <p>5-6 Compensation</p> <p>Reference DHRM policy 1.35</p> <p align="right">◆ End</p>	